



REQUEST FOR INFORMATION # 212212

FOOD SERVICES

BATON ROUGE COMMUNITY COLLEGE (BRCC) MID CITY CAMPUS

ADDENDUM #1

VENDOR'S QUESTIONS AND BRCC'S RESPONSES

This Request for Information (RFI) is issued to obtain information from interested parties relating to food service for BRCC's Mid City Campus. This RFI is not a formal, competitive solicitation process to establish any official contractual agreement or pricing.

RFI responses are due by April 19, 2022 at 9:00 a.m. CST. Submit the RFI response by email:

BRCC Purchasing Department, Attn: Hilary Stephenson, email - stephensonh@mybrcc.edu.

The email should reference RFI 212212.

Definitions for clarification:

Contractor or Awarded Vendor – vendor awarded the anticipated contract for Food Services at BRCC Mid City Campus.

Question 1 – Who is the contact person for Coca Cola products at BRCC?

Response 1 – Roderick Crocket - roderickcrockett@ccbcu.com Office phone: 225-297-7317 or Curtis Lanoux <CurtisLanoux@ccbcu.com>

Question 2- My question is, are you looking for one vendor to operate the entire cafeteria or are you looking for multiple vendors?

Response 2 – BRCC is looking for one vendor

Question 3 – Assuming a response is granted the opportunity, what is the anticipated start date desired by BRCC to begin serving food?

Response 3 – August 2022 – before the start of the Fall 22 semester.

Question 4 - Does BRCC have a target monthly % of sales it requires or do we suggest that from our side?

Response 4 – Minimum 5% is preferred.

Question 5 - What are your expectations on days/hours of operations?

Response 5 – 7 am – 3 pm Monday - Friday

Question 6 - Who is responsible for the permitting with Department of Health for the agreement?

Response 6 - The contractor will be responsible for obtaining all required licenses and permits. The contractor must meet all state and local regulations.

Question 7 - Are any students in class on campus on Saturdays or Sundays, or on weeknights after 4pm?

Response 7 – Information not available.

Question 8 - Will administration require meals to be catered for business meetings, etc., as a part of this agreement?

Response 8 – Contractor may be given the opportunity to provide a quote for BRCC events but other vendor options may also be pursued at BRCC's discretion or as needed to meet state requirements for bidding.

Question 9 - How many students are enrolled at the Mid-City Campus?

Response 9 -For the Fall 21 semester, 6,800 + students were enrolled at BRCC, and for the Spring 6,400+ students were enrolled. BRCC is a commuter school that offer online, hybrid, and face-to-face courses. Our largest campus in the Mid-City campus.

Question 10 - Do their student ID (or similar) cards have money on them and are they able to be used for dining?

Response 10- No

Question 11 - How many faculty/staff members are employed at the Mid-City Campus?

Response 11 – The College has over 300 full time employees for all locations.

Question 12 - If there are auxiliary campus sites in/around this location, are those students allowed to come to Mid-City campus for meal services?

Response 12 – All BRCC students can access the BRCC Mid City Campus.

Question 13 - Are we responsible for a telephone system and point of sale system?

Response 13 - Contractor shall be responsible for the costs of installation of telephone and point of sale systems, repair and upkeep of these systems.

Question 14 - Understanding that we are responsible for marketing the meal services to the students, faculty & staff, if we sign a PII agreement, will you release contact data for email and cell phone numbers to allow us to send meal service information, specials, updates, etc. in order to rebuild the awareness of the services to maximize its potential?

Response 14 – This type of marketing suggestions should be included in the vendor’s RFI. BRCC has not decided yet how it will assist in marketing the food service.

Question 15 - Secondly can we put posters up in the campus buildings and run promo ads on your digital signage where available?

Response 15 - This type of marketing suggestions should be included in the vendor’s RFI. The marketing materials will be reviewed and approved by BRCC’s administration, but the vendor will have the opportunity to promote their services.

Question 16 - With regard to your culinary students, internships and training:- How many students are in your culinary curriculum for 2022/2023 school year?

Response 16 – Currently BRCC has 19 students enrolled in the culinary program

Question 17- Are we able to train them in real-time in this operation if they are interested?

Response 17 – This is something that the awarded vendor can discuss with BRCC’s Dean of Technical Education and Vice Chancellor of Academic and Student Affairs.

Question 18 - Is there a set limit or requirement for amounts of scholarships we can award to students?

Response 18 – There is not a set limit or required for amounts of scholarships that can be awarded.

Question 19 - Who sets the criteria for the scholarships each semester/year?

Response 19 – The awarded vendor in conjunction with the College administration will set the criteria for the scholarships to be offered.

Question 20 - If they intern with Focus Foods in this facility or in our own facilities in Baton Rouge, are they expected to be paid internships, or internships in exchange for credit towards grades/class projects? If unknown at this time, are you open to both options?

Response 20 – The awarded vendor in conjunction with the College administration will set the criteria for internship opportunities. There are no requirements for the internships to be paid internships.

Dining facility:

Question 21 - Is there a complete inventory of all equipment/fixtures we can review to include in our proposal?

Response 21 – A partial inventory is as per below:

WALK-IN COOLER/FREEZER,
HOT PREP TABLE W/ SINK
GALLON TILTING SKILLET
FOUR OVEN BURNER RANGE WITH
SOLID DISH TABLE
CLEAN DISH TABLE
PIZZA OVEN
POT WASH SINK
WALL SHELF W/ UTENSIL RACK
REFRIGERATOR/FREEZER
CONVECTION OVEN/PROOFER
DESSERT COUNTER
ICE MACHINE & BIN
ISLAND CATERING SET-UP TABLE
STEAMER
DISPOSER ASSEMBLY
DISH MACHINE
REFRIGERATOR
PIZZA MAKE UP TABLE
PASS-THRU HEATED CABINET
FRYER ASSEMBLY
CONVECTION OVEN
SANDWICH MAKE-UP TABLE

Question 22 - Does all the existing equipment work? Has any of it been tested in the last 12 months?

Response 22 – Yes, the equipment works. If any equipment is not fully operable BRCC will ensure the equipment is repaired.

Question 23 - Does all equipment stay in place that we saw today?

Response 23 – Yes

Question 24 - Who is responsible to maintain/repair equipment? Who's cost?

Response 24 – BRCC

Questions 25 - Are we approved to create our own menus for meals served?

Response 25 – Yes. Examples of menus should be included in the RFI.

Question 26 - How do beverages work with Coke and Community Coffee? Do these companies supply the machines?

Response 26 – Coca Cola as exclusive pouring rights for BRCC. Questions Coca Cola about any related services should be addressed to Roderick Crockett - roderickcrockett@ccbcu.com Office phone: 225-297-7317 or Curtis Lanoux at CurtisLanoux@ccbcu.com . Vendors would need to contact Community Coffee about any services that they could provide.

Question 27 - Do we supply all the small wares? Spoons and spoodles, spatulas, racks for dish machine, dispensers for utensils, cups and napkins, hotel pans, pots and pans, carts and racks, chafers for special events?

Response 27 –Contractor would have to provide any equipment, not already in place in the food service area, as needed to provide food service. BRCC will not pay for or provide any equipment, supplies, staff, etc. related to food service at the Mid-City campus.

Concessions/Special Events:

Questions 28 - Who is responsible for renting tables, chairs, linen, tents, chafers, décor?

Response 28 – The awarded vendor.

Question 29 - Who is responsible for set up of the location of the special event?

Response 29 – This will vary depending on the event.

Question 30 - Can we get a list of all special events? Spring Fling, Fall Fest, Convocation, Commencement, Fund Raising event?

Response 30 – Events vary by year. Some examples of events from Fiscal Year 19 (July 1, 2018 – June 30, 2019) include – Women’s History Panel lunch, Open House Event, Art Fest reception, Computer Science Lunch and Learn, meals for Upward Bound summer events, Bayou Soul event meals (3), Spring Fling, and Fall Fest.

Question 31 - What are the numbers to expect to prepare for, for these events?

Response 31 – The numbers of participants for each event may vary from an estimated 20 – 150.

Question 32- What buildings would all of the events take place in? Would we need a van?

Response 32 – Most events take place at the BRCC Mid City Campus. Contractors would have to determine what vehicles/equipment that they may need.

Question 33 - Concessions- what is their typical menu? I saw their equipment- popcorn, nachos, hot dog roller, coolers for beverages.

Response 33 – The RFI should include examples of menus for the concession stand if the vendor is offering providing this service.

Question 34 - Would also need small wares for this location?

Response 34 – Contractor would have to provide any equipment, not already in place in the food service area, as needed to provide food service. BRCC will not pay for or provide any equipment, supplies, staff, etc. related to food service at the Mid-City campus.

Question 35 - What theater events are there? How many per year, typically?

Response 35 – Information not available

Question 36 – Who was the previous vendor that had the contract and when did they provide services?

Response 36 – Bayou Wings and the last contract ended in 2017

Question 37 - The number of Employees/Students combined on campus?

Response 37 – Information not available

Question 38 - The number of Male/Female students?

Response 38 – Information not available

Question 39 – Sales for Concessions before COVID 19?

Response 39 – Information not available

Question 40 – Catering Sales before COVID 19?

Response 40 –Estimated total for most BRCC events in Fiscal Year 19 (July 1, 2018 – June 30, 2019) - \$23,500

Question 41 – Cafeteria Sales before COVID 19?

Response 41 – BRCC does not have records from the last contractor (Bayou Wings 2016-2017) that provided food service at Mid City. The last records that BRCC has is from a vendor during the contract term 2015-2016 as per below:

Description	Net sales
September 2015	15,212.84
October 2015	16,010.24
November	7,648.42
December 2015	4,113.32
January 2016	7,648.42
February 2016	9,730.41

March 2016	9,342.82
April 2016	9,415.74
May 2016	1,508.85

Question 42 – Inventory for Smallware, Pots, Pans, Cooking/Serving Utensil, etc.?

Response 42 – Contractor would have to provide any equipment, not already in place in the food service area, as needed to provide food service. BRCC will not pay for or provide any equipment, supplies, staff, etc. related to food service at the Mid-City campus.

Question 43 – Is there a Safe in the cafeteria to secure funds or will the Contractor be responsible for that?

Response 43 – No.

Question 44 – Does the school provide internet services?

Response 44 – Yes

Question 45 – Does the school have a POS System or will the Contractor be responsible for that?

Response 45 – Contractor shall be responsible for the costs of installation of telephone and point of sale systems, repair and upkeep of these systems.

Question 46 – Does the school provide computers to contractors?

Response 46 – No

Questions 47 – How many students are in the culinary program?

Response 47 – Currently BRCC has 19 students enrolled in the culinary program.

Question 48 – Who is responsible for pest control in the cafeteria?

Response 48 – BRCC

Question 49 – Who provides telephone service ?

Response 49 – Contractor shall be responsible for the costs of installation of telephone and point of sale systems, repair and upkeep of these systems.

Question 50 – What percentage of campus utilized the cafeteria pre-Covid?

Response 50 – BRCC does not have this data.